

**FEDERAL AVIATION ADMINISTRATION  
AVIATION SYSTEMS STANDARDS  
FLIGHT PLANNING SERVICES  
STATEMENT OF WORK  
March 20, 2009**

## 1.0 GENERAL

This Statement of Work (SOW) describes Flight Planning Services required by Aviation System Standards, Flight Inspection Operations Division, in support of the Government requirements serviced by the following office(s):

- Federal Aviation Administration (FAA), Aviation System Standards, Flight Inspection Centralized Operations (FICO)

### 1.1 Definition of Terms:

ATC	Air Traffic Control
CFP	Contractor Furnished Property
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
DOJ	Department of Justice
ETA	Estimated Time of Arrival
ETOPS	Extended Twin Engine Operations
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FDC	Flight Data Center
FICO	Flight Inspection Central Operations
FIR	Flight Information Region
GFP	Government Furnished Property
ICAO	International Civil Aviation Organization
IFPS	Integrated Initial Flight Plan Processing System
ISA	ICAO standard atmosphere
IT	Information Technology
JPATS	Justice Prisoner and Alien Transportation System
LAT	Latitude
LONG	Longitude
METAR	Aviation Routine Weather Report
NAT	North Atlantic Track
Navaid	Navigational Aid
NOTAM	Notice to Airmen
PIREPS	Pilot Reports

POA	Point of Arrival
POD	Point of Departure
SOW	Statement of Work
SWOMCD	Severe Local Storms Unit Mesoscale Discussion
TAF	Terminal Aerodrome Forecasts
TFR	Temporary Flight Restriction
TOW	Take-off weight

1.2 Scope of Work: The contract shall provide internet-based interface for a flight-planning service to generate computer-based flight plans, unlimited “what if” flight planning and flight plan filing, unlimited textual and graphical weather, unlimited Notices to Airmen (NOTAMs) and North Atlantic Track (NAT) reports in support of FAA’s Flight Operation services. The services must include 24 hour/ 7 –day flight planning assistance, technical support, information technology (IT) technical support, and international administrative and operational support services upon request.

1.2.1 FAA Aviation System Standards, Flight Inspection Central Operation (FICO) is responsible for flight release, flight following, and flight planning in support of FAA aircraft and has the capability to provide FICO services to other government entities. Currently, FICO supports Flight Standards and the Department of Justice (DOJ), US Marshals’ JPATS aircraft. The FICO generates approximately 2000 Flight Plans per year for the Flight Inspection and Flight Standards program. The contractor will support JPATS in generating approximately 12,000 Flight Plans per year domestically and FICO will support JPATS in generating approximately 300 operations per year internationally.

1.2.2 The FICO supports a fleet of Beechcraft, Learjet, and Challenger Aviation System Standards aircraft assigned under a FAR Part 135 flight operation certificate and a fleet of Beechcraft Flight Standards aircraft that operate under FAR Part 91 or 135 as determined by the mission.

1.2.3 Services will support FAA Flight Plans for JPATS fleet of MacDonald Douglas, Hawker, and Saab aircraft operating under FAR Part 91, and additional wet lease aircraft upon special request from FAA AVN. The wet lease aircraft are only utilized by JPAT on occasion, and cannot be specified in the contract. Any additional fleet type support for JPAT will be incorporated when required and specifically identified via paragraph 1.2.4 below.

1.2.4. The flight planning will support a fleet of aircraft from the FAA Aviation System Standards, Flight Standards, and from JPATS. The composition of aircraft is subject to change, based upon additions to the FAA Flight Inspection and Flight Standards aircraft, JPATS aircraft, and

any other government entities the FICO may support. The government reserves the right to revise the composition based upon FAA expanded services for various aircraft. The number of aircraft and fleet types may vary but the contract will only be modified when the fleet types change since the number of flight plans does not change with the number of aircraft but the software may need to be updated with the change of fleet types. The current composition of aircraft is identified as follows:

- Eighteen (18) Beechcraft BE-300 aircraft used for domestic operations (Aviation System Standards)
- Six (6) Learjet LR-60 aircraft used for domestic operations (Aviation System Standards)
- Three (3) Challenger 601 (CL-600-2B16) aircraft used for domestic and international operations (Aviation System Standards)
- One (1) Challenger 604 (up to 3) aircraft used for domestic and international operations (Aviation System Standards)
- One (1) Challenger 605 aircraft used for domestic and international operations (Aviation System Standards)
- Two (2) Beechcraft A-200 aircraft used for domestic operations (Flight Standards)
- Two (2) Beechcraft King Air BE-F-90 aircraft used for domestic operations (Flight Standards)
- Five (5) Beechcraft King Air BE-C-90 aircraft used for domestic operations (Flight Standards)
- Six (6) MD-83 aircraft used for domestic and international operations (JPATS)
- Two (2) BAE-800 aircraft used for domestic and international operations (JPATS)
- One (1) SB-20 aircraft used for domestic and international operations (JPATS)

**2.0 REGULATIONS:** All services must comply with all (applicable) parts of the Federal Aviation Regulations (FARs) found in Part 91 and 135.

**3.0 CONTRACT REQUIREMENTS:** The Contractor shall provide:

- a. Qualified personnel, facilities, and related equipment
- b. Established letters of agreement for international support, supplies, and services necessary for performance of this SOW.
- c. Established, and fully operational interface for the Internet based flight planning system capable of developing accurate Flight Plans that include parameters described in this document.

**4.0 PERFORMANCE OF SERVICES:** The Contractor shall provide their established, fully operational internet-based interface flight-planning system, technical support for Flight Planning Assistance, IT support for system technical issues, international

administrative and operational support services, ground handling support, and administration/reporting. The support services shall be available for application to FAA Aviation System Standards flight planning requirements, Flight Standards flight planning requirements, or for application to JPATS dispatch requirements. The government will provide the contractor with the aircraft characteristics, operational data, and technical data necessary for performance of requirements described in this SOW. The required services shall support Government flight crew personnel with capability to generate unlimited personalized flight plans with minimal data entry.

4.1 Flight Planning Interface: The flight-planning system must provide the following:

- a. Immediate accessibility.
- b. Unlimited access to worldwide current and forecasted weather, temperature, and winds for all altitudes in both graphic and text formats. When current information is not available, provide wind and temperature information from the last 24 hours.
- c. Performance models customized for each aircraft type listed herein with the capability to bias for those aircraft's performance variances.
- d. Database that has readily available 12 month history capability to store information on regularly flown trips and special routes.
- e. Extended Twin Engine Operations (ETOPS), drift down and enroute reclearance information, and Equal Time Points.
- f. Messaging system that provides the ability to attach a message to a flight plan or weather briefing. There must be enough space allotted to cover any remarks dealing with country clearance, messages, and FIR boundaries etc. as necessary.
- g. Ability to access, update, and delete pending flight plans and flight plans that have occurred in the last 60 days.
- h. Ability to either select a) the most advantageous route and altitude designed for the fastest flight or lowest fuel consumption or b) a user defined flight plan.
- i. Pre-formatted ATC flight plan, in both U.S. and ICAO standard and fully Integrated Initial Flight Plan Processing System (IFPS) compatible including automatic filing.

4.1.2 The flight plans shall provide the following flight plan outputs as a minimum:

- a. Date and time plan was computed
- b. Aircraft tail or registration number
- c. Aircraft performance scheduled used
- d. Point of arrival (POA), point of departure (POD), and selected alternate(s)
- e. Estimated time of departure
- f. Fuel burn, time and distance to arrival airport, and estimated time of arrival (ETA)

- g. Holding / delay fuel burn and time (unique to flight inspection operations)
- h. Take off alternate and distance from POD
- i. Alternate fuel burn and time
- j. Taxi out fuel
- k. Minimum release fuel and time
- l. Extra fuel and time
- m. Total fuel and time
- n. Actual take-off weight (TOW), estimated landing weight, operational weight, and payload
- o. Filed route and altitude
- p. Abbreviated maximum winds aloft and maximum ICAO standard atmosphere (ISA) deviation statement
- q. Waypoint flight plans capabilities that include the following:
  - Facility identifier and frequency and / or Latitude (LAT) / Longitude (LONG)
  - Flight level
  - Wind, temp ISA deviation
  - True airspeed / ground speed
  - Magnetic course / true course
  - Leg distance and time
  - Elapsed distance and time
  - Remaining distance and time
  - Fuel flow, fuel used, and fuel remaining
  - Ability to electronically file a domestic / international flight plan containing en route holding / delay information with all FAA ATC Centers and ICAO Centers.
- r. The output shall include weather information consisting of the following:
  - Aviation Routine Weather Report (METAR), Terminal Aerodrome Forecasts (TAF), NOTAM, FDC NOTAM, Temporary Flight Restrictions (TFR's), Pilot Reports (PIREPS) for POD, POA, Alternate, Takeoff Alternate
  - En route weather: All sigmets, airmets, convective sigmets, convective forecasts and advisories, Severe Local Storms Unit Mesoscale Discussion (SWOMCD), regional freezing levels, PIREPS
  - ATC Weather Advisories
  - En route winds aloft

4.2 Technical Support: The Contractor shall provide flight planning assistance and technical support 24 hours a day, 7 days a week, with an immediate response time. In addition, the Contractor must maintain the system with IT support 24 hours a day, 7 days a week. Government access to (unlimited) flight planning assistance and technical support shall be provided. The services shall maintain consistent availability.

4.3 International Administrative and Operational Support Services: The required services include facilitating fuel, aircraft services (i.e. Industry Standard for ground power, lavatory, etc.), foreign government clearance requirements, overnight crew transportation and accommodations (transportation to hotel, hotel, etc. as requested), aircraft security ground handling support on behalf of the Government at international locations upon request. International Letters of Agreement for the above must be on file at the FAA/AVN/FICO prior to service being provided.

4.3.1 Airport Expenses: Reimbursable actual cost billed from airport handler for items such as hanger fees, landing fees, parking fees, and ramp fees subject to FAA exemption for FAA & JPAT aircraft as required per international site.

4.3.2 Fleet Data Management. The Contractor shall respond in a timely manner (not to exceed 3 hours) to customer requests for the modification of current aircraft equipment and /or performance data. This requirement shall also apply to the addition or removal of aircraft to the flight planning software database.

4.4 User Training/Over-and-Above (O&A): At start up, on-site user training may be required by the government. Contractor shall provide instructors, course materials (syllabus, supplies, books, etc.), and timelines to support government Flight Operations personnel at no cost to the government. Once contract is underway and user training is required by the FAA to be conducted onsite (Aero Center OKC, OK), the contractor shall provide instructors, course materials (syllabus, supplies, books, etc.), and timelines to support government Flight Operations personnel at the negotiated per course rate in accordance with CLIN 0006. The contractor shall provide User Training as an O & A on an as needed basis for educational purposes. O&A actions shall be requested IAW Section H. paragraph H.1 entitled "Over and Above Actions." The contractor shall have the capability to provide the User Training within a month of the funding being placed on contract.

4.4.1 Travel: Travel may be associated with requirements for onsite training at the Mike Monroney Aeronautical Center located in Oklahoma City, OK. Travel estimates for each person per trip shall be identified in writing when the FAA issues requests for training. After government receipt of estimated travel expenses the Contracting Officer, after coordination with the Contracting Officer's Technical Representative, will authorize Contractor travel by the Travel Authorization Form (TA) (See attachment 5). All travel arrangements are the responsibility of the Contractor and are reimbursable in accordance with FAA Travel Policy.

## **5.0 DELIVERABLES:**

5.1 Reports: The Contractor shall provide a monthly summary of services utilized through Internet, Support services, or Call orders for international support. The summary shall identify the services as related to the type aircraft (FAA or

JPATS). The report shall be submitted with the monthly invoice. Contractor format of this report is acceptable as long as it provides all required information in an easy to follow format, and shall be submitted to the Contracting Officer or delegated representative. (See CDRL A001, attachment 3)

5.2 . Invoicing: Any request for support services, or expenses incurred in support of the Flight Planning services shall be charged in accordance with the contract provisions on a monthly basis. The Contractor shall submit billing information as support for the payment invoice as described in Section G of the contract document and in accordance with attachment 4. Acceptance and payment is contingent upon FAA receipt of acceptable service and the respective acceptable invoice. Contractor must ensure sufficient funding exists on contract prior to providing service.

**6.0 SECURITY:** The internet-based flight-planning system shall be protected by a Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) with password encryption and some form of authentication at minimum.

**7.0 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE:** The Contracting Officer may delegate a representative in writing who will coordinate with the contractor for performance of the services. The COTR does not possess authority to change the provisions of terms of the contract, or otherwise commit the Government. The COTR is not authorized to make changes that affect cost, schedule, or scope of work. The Contracting Officer (CO) is the only individual authorized to make these changes.

## BUSINESS DECLARATION

Tax Identification No.:

- 1 Name of Firm: \_\_\_\_\_
- 2 Address of Firm: \_\_\_\_\_
- 3 a. Telephone Number of Firm: \_\_\_\_\_ b. Fax Number of Firm: \_\_\_\_\_
- 4 a. Name of Person Making Declaration \_\_\_\_\_
- b. Telephone Number of Person Making Declaration \_\_\_\_\_
- c. Position Held in the Company \_\_\_\_\_
- 5 Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
- ☐ e. Other Minority (Specify) \_\_\_\_\_ ☐ f. Other (Specify) \_\_\_\_\_
- ☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (Certification letter attached) ☐ j. Service Disabled Veteran Small Business
- 6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes ☐ b. No (If "NO," provide the name and telephone number of the person who has this authority.) \_\_\_\_\_
- 7 Nature of Business (Specify all services/products (NAIC)) \_\_\_\_\_
- 8 (a) Years the firm has been in business \_\_\_\_\_ (b) No. of Employees \_\_\_\_\_
- 9 Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
- ☐ c. Other (Explain) \_\_\_\_\_
- 10 Gross receipts of the firm for the last three years:
- |                         |                           |
|-------------------------|---------------------------|
| a.1. Year Ending: _____ | b.1. Gross Receipts _____ |
| a.2. Year Ending: _____ | b.2. Gross Receipts _____ |
| a.3. Year Ending: _____ | b.3. Gross Receipts _____ |
- 11 Is the firm a small business? ☐ a. Yes ☐ b. No
- 12 Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No
- 13 Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

**I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING \_\_\_\_\_ ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.**

14. a. Signature \_\_\_\_\_ b. Date: \_\_\_\_\_

c. Typed Name \_\_\_\_\_ d. Title: \_\_\_\_\_



<b>CONTRACT DATA REQUIREMENTS LIST (CDRL)</b>						Page 1 of	
A. Contract line item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item		E. Contract/PR No.		F. Contractor			
1. Data Item No. 0001		2. Title of Data Item Contract Status			3. Subtitle Report		
4. Authority		5. Contact Reference SOW 5.1			6. Requiring Office AJW-314		
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required			10. Frequency Monthly	11. As of Date (AOD)	
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission See Blk 14			15. Distribution		
14. REMARKS:  1. Block 12. One month after contract effective date or within one month in order to sink up with contractors billing cycle.  2. Block 13. On a monthly basis.  3. Block 12 & 13: Contract Status Report shall be submitted electronically and shall include the contractor name, contract number, date of report, program report applies to and the following information per CLIN #, Description/Name, Contract Totals/Estimate, Funding Amount, Cumulative Expenses Incurred, Cumulative Billed, Percent Cumulative Expenses incurred of funded, Current Balance of Funds, Projected Total Funds Required, Estimated Shortage/Excess, and Comments. Then a CLIN breakout per invoice for back-up as shown in the attached example format that may be used. Contractor format acceptable as long as it covers all items listed above and is authorized by the CO.					a. Addressee	b. Draft Copies	c. Final Copies Reg.    Repro
					AJW-314		1
					AMQ-340		1
					16. Total		3
G. Prepared By: Kadi Barrett		H. Date 03/05/09		I. Approved By			J. Date
17. Price Group				18. Estimated Total Price			

REPORT EXAMPLE

Services were performed in support of the Order \_\_\_\_\_ Contract Line Item Numbers:

Summary of Actions for: FLIGHT PLANNING SERVICES

CLIN 001 and CLIN 007 Flight Planning Service:

- Problems or concerns
- Technical Assistance
- Flight Plans requiring assistance (type issues)
- IT issues identified for the period.
- Flight Plans generated
- CLIN 001 FICO aircraft \_\_\_\_\_.
- CLIN 007 JPATS aircraft \_\_\_\_\_.

International Operational Support

CLIN 002 – # of request for International Operational support.

FICO aircraft required ground handling support summarize where

- XXXX regions/countries, and additional \_\_\_\_\_ international support.

Problems:

Proposed resolution:

CLIN 008 – JPATS aircraft required ground handling support in

XXXX regions/countries, and additional \_\_\_\_\_ international support.

Problems:

Proposed resolution:

Airport expenses (hanger parking fees and ramp fees)

CLIN 0003 Expenses were incurred and billed in accordance with

There were \_\_\_\_\_ ## of occurrences.

The Problems/changes in available services are \_\_\_\_\_.

This issue Will \_\_\_\_\_/will not \_\_\_\_\_ impact the delivery of the services described herein:

Proposed resolution: \_\_\_\_\_

CLIN 0009 Expenses were incurred and billed in accordance with

There were \_\_\_\_\_ ## of occurrences.

The Problems/changes in available services are \_\_\_\_\_. This issue

Will \_\_\_\_\_/will not \_\_\_\_\_ impact the delivery of the services described herein:

Proposed resolution: \_\_\_\_\_

Training CLIN 005: \_\_\_\_\_Requested \_\_\_\_\_Not requested by the FAA

- If so when was the training

Travel CLIN 006: Not requested or authorized by the FAA

The Contract Funds Status Report and summary of Invoices submitted are attached  
For your review and payment.

[illegible]

CO: Avis Franklin, AMQ-340

COR: Kadi Barrett, AVN-20

**COTR: Doug Vaz, AVN-250**

AMZ Tech: Deldre Emmons, AMZ-110, x5394

0001	0002	0003	0004	0005	0006
Flight Planning Service for FICO	International Support for FICO	Airport Expenses for FICO	Flight Planning Service for JPATS	International Operational Support for JPATS	Airport Expenses for JPATS
					TOTAL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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[illegible][illegible]

Example

Contractor Name

Contract Number

Date of Report

Program Report Applies to

CLIN	DESCRIPTION	Contract Totals/(estimates)	Funding Amt by CLIN	Cum Expenses Incurred	Cum billed	% Cum Expense Incurred of funded	Current Balance of Funds	Projected Total Funds Required	Est Shortage/Excess	Comments
0002	Flight Planning Services (FICO)				\$ -		\$ -		\$ -	
0003	Information Operational Support				\$ -		\$ -		\$ -	
0004	Airport Expenses				\$ -		\$ -		\$ -	
0005	Reports (monthly)									
0006	Instructional Training for Gov't									
0007	Travel Expenses									
0008	Flight Planning Services (JPATS)									
0009	Information Operational Support									
0010	Airport Expenses									
First Option Yr										
0010	Flight Planning Services (FICO)									
0011	Information Operational Support									
0012	Airport Expenses									
0013	Reports (monthly)									
0014	Instructional Training for Gov't									
0015	Travel Expenses									
0016	Flight Planning Services (JPATS)									
0017	Information Operational Support									
0018	Airport Expenses									
0019	Flight Planning Services (FICO)									
0020	Information Operational Support									
0021	Airport Expenses									
0022	Reports (monthly)									
0023	Instructional Training for Gov't									
0024	Travel Expenses									
0025	Flight Planning Services (JPATS)									
0026	Information Operational Support									
0027	Airport Expenses									
0028	Flight Planning Services (FICO)									
0029	Information Operational Support									
0030	Airport Expenses									
0031	Reports (monthly)									
0032	Instructional Training for Gov't									
0033	Travel Expenses									

**PUBLIC VOUCHER FOR PURCHASES AND  
SERVICES OTHER THAN PERSONAL**

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S  
NAME  
AND  
ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER  
AND DATE  
OF ORDER

DATE OF  
DELIVERY  
OR SERVICE

ARTICLES OR SERVICES  
(Enter description, item number of contract or Federal supply  
schedule, and other information deemed necessary)

QUAN-  
TITY

UNIT PRICE  
COST PER

AMOUNT  
(<sup>1</sup>)

(Use continuation sheets if necessary)

(Payee must NOT use the space below)

TOTAL

PAYMENT:

- ☐ PROVISIONAL  
☐ COMPLETE  
☐ PARTIAL  
☐ FINAL  
☐ PROGRESS  
☐ ADVANCE

APPROVED FOR

= \$

EXCHANGE RATE

= \$1.00

DIFFERENCES

BY<sup>2</sup>

Amount verified; correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)<sup>2</sup>

(Title)

ACCOUNTING CLASSIFICATION

CHECK NUMBER

ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER

ON (Name of bank)

CASH  
\$

DATE

PAYEE<sup>3</sup>

PER

TITLE

<sup>1</sup> When stated in foreign currency, insert name of currency.

<sup>2</sup> If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

<sup>3</sup> When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.

**PRIVACY ACT STATEMENT**

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

<b>Standard Form 1035</b> September 1973 4 Treasury FRM 2000 1035-110	<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>  <i>CONTINUATION SHEET</i>					VOUCHER NO.
						SCHEDULE NO.
						SHEET NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT						
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	
						0
						0.00
						0.00
0.00						
0.00						
0.00						
0.00						
0.00						

# Travel Authorization Form

Name: \_\_\_\_\_

Contract / Task Number: \_\_\_\_\_ Dates of travel: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

<b>Air / Train</b>	Air	<b>Confirmation #</b>	_____	
<b>Carrier:</b>		<b>Phone:</b>		
_____		_____		
<b>Departed</b>	<b>Mo/ Day /Yr Time</b>	<b>Arrived</b>	<b>Mo/ Day /Yr Time</b>	<b>Flight #</b>
<b>Cost:</b>				_____

<b>Auto Rental</b>	<b>Confirmation #</b>
_____	_____
<small>Amount / day x amount of days</small>	
<b>Size:</b> Compact (unless otherwise authorized)	_____
<b>Company:</b>	<b>Phone:</b>
_____	_____
<b>Privately Owned Vehicle:</b> yes      no	<b>Government:</b> yes      no
<b>Estimated mileage:</b> _____	<b>Cost:</b> _____

<b>Miscellaneous</b>	<b>Taxi:</b> _____
<b>Metro:</b> _____	<b>Tolls:</b> _____
<b>Other:</b> _____	<b>Misc. Cost:</b> _____

<b>Hotel / Lodging</b>	<b>Confirmation #</b>
_____	_____
<small>Per diem / day x number of days</small>	
<b>Hotel Name:</b> _____	<b>Phone:</b> _____
<b>Address:</b> _____	<b>Hotel Cost:</b> _____
<b>M &amp; IE:</b> _____	<b>M &amp; IE Cost:</b> _____
<small>Travel days (75% of M &amp; IE) Mission days (100% M &amp; IE) x number of days</small>	

Government Authorization: \_\_\_\_\_ **Estimated Total Cost** \$0.00

Signed by CO, COR, or COTR

**Task Manager:** \_\_\_\_\_

Approval signature